



Attachment

to the Resolution of the University PhD Students Council of GUT

No. 02/03/2024 of February 12th, 2024.

**Rules for granting the co-financing of scientific events from the funds of the Doctoral
Students' Council of the Gdańsk University of Technology**

§1

General rules

1. The abbreviations used in these regulations mean:
 - a. University - Gdańsk University of Technology
 - b. Council, URD - University Council of Doctoral Students of Gdańsk University of Technology
 - c. Self-government, SDPG - Doctoral Students' Self-Government of Gdańsk University of Technology
 - d. Commission - SDPG Commission for Scientific Event's Funding Program
 - e. Co-financing - funds to cover the costs of participation of PhD students from Gdańsk University of Technology at scientific events
2. The Council sets out the rules of disposing of funds to support the scientific activity of the University's doctoral students.
3. The purpose of the grant is to support the active participation of doctoral students in international or domestic scientific events, regarding the doctoral research, listed below:
 - a. scientific conferences
 - b. summer schools
 - c. workshops.
4. Funding is awarded by the Chairman of the Self-Government in accordance with the principles set out in these regulations, upon application by the doctoral student.

§2

Initial Regulations

1. The number of subsidies granted depends on the funds allocated by the University for the activities of the Self-Government.
2. A doctoral student may apply for funding for no more than 4 events per calendar year.
3. The grant may only be used to cover the fee for participation in an international or domestic scientific events. In case of the scientific conference, the doctoral student has to present his speech or poster to obtain the funding. In the case of collective works, only one of the co-authors is allowed to co-finance.
4. It is possible to apply for funding of events not listed in §1 p. 3. In such a case the chairman decides about acceptance of the application.
5. The maximum amount of the grant is:



- a. 2500 PLN for international event
- b. 750 PLN for domestic event.

§3

Procedure for granting subsidies

1. The grant application is submitted to the Commission by dedicated system using the form available on the SDPG website.
2. The application can be submitted no later than 10 working days before the event.
3. The application must include:
 - a. Information regarding the scientific event: location, dates, and event's website;
 - b. information regarding the fee due;
 - c. confirmation of acceptance in the conference.
4. Applications are accepted on a continuous basis and processed in the order in which the application is received.
5. If the Commission finds that any of the documents required in the application is missing, the Commission accepts the application and sets a deadline for supplementing the missing documents.
6. If the application is not completed with the specified time limit, the commission can reject the application.
7. Immediately after examining the application, the applicant is informed of the decision regarding the grant. The applicant can appeal the committee's recommendation within a week. After this time, the recommendations are forwarded by the committee to the Chairman.
8. The chairman's decision to grant or deny funding is final. The chairman's decision is not subject to appeal, as well as there is no provision for a request for reconsideration.

§4

The Financial Settlement of The Funds Granted

1. The basis for settlement of the subsidy is an invoice or internal note.
2. The invoice for the scientific event fee or the internal note must be submitted to the headquarters of the Student Affairs Department within 2 weeks after the last day of the event.
3. If the doctoral student is unable to settle the project within the prescribed period, they are obliged to apply for consent to extend the settlement period to the Commission.
4. In a situation where the doctoral student fails to settle the project within the prescribed period or does not obtain the consent of the Commission to extend the settlement date, the Commission may revoke the decision on co-financing.